

Financial Reporting of Shared & AMSO Costs for Consortia

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Types of consortia

There is no one way to organize a consortium. Following are five possible combinations that would affect how financial reporting of shared and Agency Management, Support and Overhead (AMSO) costs occurs.

1. A private agency administers all of the program in some or all of the geographic areas in the consortium.
2. A private agency is the lead agency and subcontracts with counties to administer all or parts of the program in the geographic areas.
3. A single county administers the program in all the geographic areas in the consortium.
4. A county agency is the lead agency and subcontracts with other counties to administer the program.
5. A county agency is the lead agency and subcontracts with private agencies to administer the program.

Ways in which reporting of shared and AMSO costs is impacted

- Private agencies are required to do 100% time reporting for all costs, including shared and AMSO costs.
- County agencies are required to participate in Random Moment Sampling (RMS) to enable the Department of Workforce Development (DWD) and the Department of Health and Family Services (DHFS) to draw federal dollars in accordance with Federal requirements.
- The combination of organizations in a consortium affects the way that RMS works.

In addition all counties are in RMS whether or not they have contracts as W-2 agencies.

Following are directions that describe how agencies' shared and AMSO expenditures are to be reported in the various combinations of consortia.

1. A private agency administers the all of the program in some or all of the geographic areas in the consortium.

Examples of this type of consortium include the Milwaukee consortiums, Workforce Connections, Inc.(WCI) for Juneau, Jackson, Monroe Counties, and Forward Service (FSC) for Forest, Langlade, Lincoln, Oneida and Vilas Counties.

Financial Reporting

All financial reporting on shared and AMSO costs is based on 100% time reporting.

2. A private agency is the lead agency and subcontracts with counties to administer all or parts of the program in the geographic areas.

An example of this would be WCI having a subcontract with Monroe County. (Note: a county having a subcontract with a private agency whether or not it is a consortium would follow this financial reporting instruction. An example of this is WCI subcontracting with Columbia County or Affiliated Computer Services (ACS) subcontracting with Waukesha County.)

Financial Reporting

Private agency reports shared and AMSO costs through 100% time reporting.

Counties with subcontracts with private agencies for W-2 need to report any time spent on W-2 as subcontract time not as W-2 time in RMS. These counties will be in the Income Maintenance (IM) only grouping for RMS. A new RMS code will be added for recording subcontracted activities.

3. A single county administers the program in all the geographic areas in the consortium.

Examples of this type of consortium are Sawyer-Washburn where Sawyer County staffs and administers the program in Washburn County as well as Sawyer County and Ashland-Price where Ashland County staffs and administers the program in Price County.

Financial Reporting

The lead county reports all the expenditures for operating the W-2 and Related Programs Contract for both counties. It remains in the IM/W-2 shared cost pool for RMS.

The county human service agency that is no longer involved in W-2 becomes an IM only county.

4. A county agency is the lead agency and subcontracts with other counties to administer the program.

An example of this type of consortium is the Southwest (SW) Consortium where Grant County is the lead agency and subcontracts with Lafayette, Iowa, Green and Richland Counties to provide the services in those counties. The Capitol Consortium, the Sheboygan-Manitowoc Consortium and the Portage-Adams-Wood (PAW) Consortium are being similarly developed.

Financial Reporting

All counties in the consortium need to report their own W-2/IM AMSO and shared cost to DWD and DHFS. DWD and DHFS will allocate the AMSO based on employee count and the shared cost based on RMS statistics. All the counties in this type of consortium will be assigned to the same RMS group. This will properly allocate the correct amount to the non W-2 contracts for claiming the funds from the federal government.

The lead agency will report direct expenses of the non-lead counties on the lead county's direct cost report. The lead agency will also report the county allocated shared and AMSO costs on the direct cost form for all of the W-2 counties in the consortium. The payment will be made to the lead agency.

The lead agency will receive the reports for W-2.

5. A county agency is the lead agency and subcontracts with private agencies to administers the program.

While this is a conceivable consortium model, there are no current examples.

Financial Reporting

A county who subcontracts the program to a private agency would be in the IM/W-2 grouping for RMS. This county would report its shared and AMSO costs and the subcontract administration and direct costs to the Central Office Reporting (COrE) system.